

~~Security Information~~

AUG 11 1953

Management Officer

Deputy Comptroller

Preparation of Travel Vouchers

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1. The problems pointed up in your memorandum dated 3 August on the above subject have long existed and we have on occasions initiated action designed to alleviate the burden of processing incomplete travel vouchers.

2. We have consistently required that travellers submit completed travel claims to the Fiscal and Finance Divisions, as appropriate, before processing for payment or credit would be initiated. In recognition of the technical complications in travel regulations which cause travellers so much difficulty the Travel Processing Guide [redacted] was published which was designed to provide all the information necessary for the preparation of accurate travel orders and vouchers. Subsequent to the publication of the Travel Processing Guide, we initiated notices [redacted] titled Completion of Travel Claims by Traveller. These notices called special attention to recurring deficiencies in travel vouchers and [redacted] paragraph 3, specifically provided that the Central Processing Branch would render technical and clerical assistance to the traveller. [redacted] also stated that "in the future, in the interest of proper administrative and audit control incomplete claims will be returned for proper execution prior to processing". We were advised by the Central Processing Branch that it would establish facilities for the preparation of travel claims for all travellers who would come to it for assistance. Further, the DD/P-Admin. Staff advised that it was taking action to encourage travellers to utilize the Central Processing Branch in preparing travel claims. We have recently devised a new travel voucher form for confidential funds which it is believed will tend to present in a better manner the elements of a travel claim.

3. We shall appreciate any further suggestions which would tend to assist the traveller in the preparation of travel vouchers and eliminate unnecessary work in the Fiscal and Finance Divisions in processing incomplete and inaccurate claims.

TAS/WEB:gmk (7 Aug. 1953)
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